

**CALIFORNIA HEALTH FACILITIES FINANCING AUTHORITY**

915 CAPITOL MALL, SUITE 590  
SACRAMENTO, CA 95814  
TELEPHONE: (916) 653-2799  
TELECOPIER: (916) 654-5362



**MEMBERS:**

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*State Treasurer*

Steve Westly  
*State Controller*

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*Department of Finance*

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Oscar Sablan, M.D.  
Sumi Sousa

**EXECUTIVE DIRECTOR:**  
Sandra Simpson-Fontaine

**JOB OPPORTUNITY BULLETIN**

**Class:** **Assistant Treasury Program Officer**  
**Associate Treasury Program Officer**  
**Tenure:** **Permanent**  
**Time Base:** **Full-Time**  
**Salary:** **\$3418-\$4155 – Assistant**  
**\$4111-\$4997 - Associate**

Under the direction of the Treasury Program Manager II of the [CA Health Facilities Financing Authority \(CHFFA\)](#), this position performs analytical duties on highly complex bond financings and the tracking of information necessary to monitor the CHFFA's bond issues; and assists in the management of internal loan and grant programs administered by CHFFA.

**DESCRIPTION OF ESSENTIAL DUTIES:**

- Analyzing and interpreting applications for financing from a variety of public and non-profit health facilities, including the type of project, use of funds, sources of revenue, historical and pro forma financial statements and projected debt service coverage; and preparing written summary of financing to be included in recommendations to the Authority members for consideration.
- Performing various functions involved with financing, including but not limited to, assisting with bond sales and overseeing bond and loan closing processes.
- Managing small loan programs of CHFFA, including processing new applications, preparing summary reports and recommendations; scheduling and monitoring program repayments and providing technical assistance to clients.
- Providing technical review of bond documents; coordinating necessary revisions with appropriate legal counsel; and assisting in obtaining required signatures and documents for bond closings.
- Completing a variety of special projects.

**DESIRABLE QUALIFICATIONS**

- Strong interest in Finance.
- Strong analytical skills
- Ability to work cooperatively with others.
- Computer skills are an asset.
- Initiative, resourcefulness and good judgment.
- Good work habits and dependability.

**CONDITIONS OF EMPLOYMENT:**

Fingerprinting and Background Check are required.

**WHO SHOULD APPLY:**

Individuals who possess the qualifications listed above and are interested in a lateral transfer or have employment list eligibility as a Junior Staff Analyst.

This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Authorities and Commissions are encouraged to apply if interested in the position.

**Please state the source of your eligibility (i.e. list eligibility and score, SROA, surplus employee, reinstatement, etc.). If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, write the number "324-001-4223-002" next to the classification on your application/resume, i.e. Associate Treasury Program Officer (324-001-4223-002)**

**FINAL FILING DATE:**

Applications will be accepted **until filled**.

**SUBMIT APPLICATIONS TO:**

Cecilia Sanchez  
Personnel Office  
State Treasurer's Office  
915 Capitol Mall, Room 538  
Sacramento, CA 95814

**IF YOU HAVE QUESTIONS, PLEASE CALL:**

PUBLIC (916) 653-3100  
CALNET (916) 453-3100

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